

FSC-52-B

ROU Brief - 3/25/98

For: AVP/RSM/RBM/ROM/KAM/AM/DM/RM/AE/MC/PC/PRC/SC

CONTENTS	SMS	SYSTEMS
<ul style="list-style-type: none">• Retail Programs<ul style="list-style-type: none">- WINSTON Equity Test- Forsyth Tobacco• SMS<ul style="list-style-type: none">- Coupon Shipments• Systems<ul style="list-style-type: none">- Accounts Payable Inquiries• Other<ul style="list-style-type: none">- Accomplishments-Sales Merchandiser	<p>► Coupon Shipments (Contact: Bill Brown #3324)</p> <ul style="list-style-type: none">• Effective immediately, <u>all</u> coupon orders will be shipped via <u>UPS</u>. This ends the practice of GATX sending small shipments of coupons via Certified Mail (USPS) with return receipt requested.• Change will eliminate need for field personnel to pick orders up at Post Office but still provides us with method of tracing shipments.• Requires that <u>"ship to"</u> locations are <u>street addresses</u> versus post office box numbers. <u>UPS will not deliver to a post office box</u>.	<p>► Accounts Payable Inquiries (Contacts: Millie Jefferson, #2370, Hope Hauser, #0368)</p> <ul style="list-style-type: none">• Effective 3/1/98, inquiries on SIS, TPS or Accounts Payable checks should be directed to Millie Jefferson, extension #2370, Fax #2279.• Effective 3/1/98, inquiries on sales drafts should be directed to Hope Hauser, extension #0368, Fax #0353.
<p>RETAIL PROGRAMS</p> <p>► WINSTON Equity Test (Contact: Lori O'Connor, #3019)</p> <ul style="list-style-type: none">• REMINDER: WINSTON Equity test being conducted in the Buffalo, St. Louis and Atlanta Regions will continue through second quarter. <p>► Forsyth Tobacco (Contact: Gwen Scott, #3340)</p> <ul style="list-style-type: none">• Revision of Customer Services Contacts:<ul style="list-style-type: none">- SSA - Lu Ann Hamby, #3521- NESA/WSA - Donna Smitherman, #3078- MWSA - Charlotte Clubb, #3529• Customer Services contacts will assist with questions related to Forsyth Tobacco alliance accruals and payments, forecasting of private label promotions and off-invoice pricing structures for established private label accounts.		

Sales	Retail
1221	1222
1222	1223
1223	1224
1224	1225
1225	RCM
1226	
1228	
1240	
1244	RSM
	RBM

(Handwritten notes: RCM, JC, SC, PA, MC, RSM, RBM)

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